

MARYLAND JUDICIARY - BIWEEKLY TIME AND ATTENDANCE REPORT

PAY PERIOD		THRU		NAME		P.P. NO.		FILE	SOC.SEC.	OFFICE LOC. LOC/DIST.		
DATE	DAY	IN	OUT	IN	OUT	HOURS WORKED	LEAVE/COMP.		NORMAL HOURS	PAID OT	OVERTIME/COMP AUTHORIZATION	CODES (Definitions on Back)
							CODE	HOURS			REASON	
	WED											10 ANNUAL
	THURS											11 ANNUAL-SICK DOC
	FRI											12 ANNUAL-SICK UNDOC
	SAT											13 ANNUAL-FMLA
	SUN											20 SICK-DOC
	MON											21 SICK-UNDOC
	TUES											22 SICK-DIF
WEEK TOTAL												23 SICK-MEDICAL APPT
	WED											24 SICK-FMLA
	THURS											28 BEREAVEMENT
	FRI											30 PERSONAL-SCHEDULED
	SAT											31 PERSONAL-UNSCHEDULED
	SUN											32 PERSONAL-SICK DOC
	MON											33 PERSONAL-SIC UNDOC
	TUES											34 PERSONAL-FMLA
WEEK TOTAL												40 COMP EARNED
BI-WEEKLY TOTAL												41 COMP EARNED (Straight)
												42 COMP USED-REGULAR
												43 COMP USED-SICK DOC
												44 COMP USED-SICK UNDOC
												50 ADMINISTRATIVE
												51 ACCIDENT LEAVE
												52 MILITARY
												53 TELEWORK
												60 HOLIDAY
												61 HOLIDAY-DC COMMISSIONERS
												70 DONATION USAGE
												71 LEAVE BANK USAGE
												74 LWOP-SICK DOC
												75 LWOP-SICK UNDOC
												76 LWOP-FMLA
												77 LWOP-OTHER (Explain)
												88 OTHER (Provide Reason)

Adjustments (Use to correct/change previously reported leave)

CHANGE FROM:			CHANGE TO:			REASON
DATE	CODE	HOURS	DATE	CODE	HOURS	

% WORK	ANNIV. DATE	EARNING PERIOD:			USED LEAVE PERIOD:			LEAVE TOTAL		
TYPE	YEAR END CARRY OVER	THIS PAY PERIOD			YEAR TO DATE		BALANCE (Unused Leave)	OVERTIME IN EXCESS OF 40 HOURS		
		EARNED	USED	ADJUSTMENT	EARNED	USED				
ANNUAL								SHIFT DIFFERENTIAL		
SICK								NEW HIRE		
COMP								SEPARATION		
DC COMM. HOLIDAY										
PERSONAL										

EMPLOYEE SIGNATURE

DATE

SUPERVISORS SIGNATURE

DATE

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CODE	LEAVE TYPE	DEFINITION
10	Annual	Used for any reason except an illness.
11	Annual-Sick Doc	May be used for a non-FMLA documented illness when all sick leave has been exhausted. May also be used if an employee is in jeopardy of losing annual leave at the end of the year while out on sick leave
12	Annual-Sick Undoc	Maybe used for a non-FMLA undocumented illness when all sick leave has been exhausted. May also be used if an employee is in jeopardy of losing annual leave at the end of the year while out on sick leave.
13	Annual-FMLA	May be used for a documented FMLA related event when all sick leave has been exhausted. May also be used if an employee is in jeopardy of losing annual leave at the end of the year while out on family medical leave. Documentation must be on file at the Judiciary HR Dept.
20	Sick-Doc	Used for a non-FMLA documented illness. Used also when taking a full workday (8 hours) for health care appointments (documented or undocumented).
21	Sick-Undoc	Used for a non-FMLA undocumented illness
22	Sick-Death In Family	Used for death of certain family members (see Sick Leave Policy).
23	Sick-Medical Appt	Used for non-FMLA documented health care appointments (less than 8 hours).
24	Sick-FMLA	Used for documented FMLA related event.
28	Bereavement	Used for the death of certain family members (See Bereavement Leave Policy).
30	Personal-Scheduled	Used for scheduled personal leave.
31	Personal-Unscheduled	Used for unscheduled personal leave.
32	Personal-Sick Doc	Used for a non-FMLA documented illness when an employee has exhausted all sick leave. May also be used if an employee is in jeopardy of losing personal leave at the end of the year while out on sick leave.
33	Personal-Sick Undoc	Used for a non-FMLA undocumented illness when an employee has exhausted all sick leave. May also be used if an employee is in jeopardy of losing personal leave at the end of the year while out on sick leave.
34	Personal-FMLA	May be used for a documented FMLA related event when all sick leave has been exhausted. May also be used if an employee is in jeopardy of losing personal leave at the end of the year while out on family medical leave. Documentation must be on file at the Judiciary HR Dept.
40	Comp Earned	Used when an employee earns compensatory leave at time and one half (see Policy on Leave)
41	Comp Earned (Straight Time)	Used when an employee earns compensatory leave at straight time (See Policy on Leave).
42	Comp Used-Regular	Used for any reason except illness, when earned compensatory leave is used by an exempt or non-exempt employee.
43	Comp Used Sick Doc	May be used for a non-FMLA documented illness when an employee has exhausted all sick, annual and personal leave. May also be used if an employee is in jeopardy of losing comp leave, at the end of the year, while out on sick leave.
44	Comp Used-Sick Undoc	May be used for undocumented illness when an employee has exhausted all sick, annual and personal leave. May also be used if an employee is in jeopardy of losing comp leave at the end of the year while out on sick leave.
50	Administrative	Used for leave granted as emergency release, jury duty, certain legal action, merit exam, interview for State position, certain military duty training, etc. May also be used pending disciplinary action.
51	Accident	Used for leave granted to any employee who sustains an on the job injury while in the actual performance of the job, with the proper approval from IWIF and the Human Resources Department
52	Military	Used for documented, active duty military absence up to 15 days per year.
53	Telework	Used when an employee is permitted to work at a remote work site. (Must have a formal agreement on file.)
60	Holiday	Used for the observance of a legal holiday.
61	Holiday-DC Commissioners	Used by DC Commissioners required to work a legal holiday and taking an alternative leave day.
70	Donation Usage	Used when an employee is using employee-to-employee donated leave.
71	Leave Bank Usage	Used when an employee is using leave from the leave bank.
74	LWOP-Sick Doc	Used when an employee takes non-FMLA documented sick leave and is not paid. All leave has been exhausted.
75	LWOP-Sick Undoc	Used when an employee takes non-FMLA undocumented sick leave and is not paid. All leave has been exhausted.
76	LWOP-FMLA	Used when an employee takes FMLA related leave and is not paid. All leave has been exhausted. Documentation must be on file at the Judiciary HR Dept.
77	LWOP-Other (Explain)	Used when an employee takes leave and is not paid. A reason must be provided. All leave has been exhausted. May also be used for disciplinary reasons.
88	Other (Provide Reason)	Used when code is not listed above. Must provide reason for leave.